

Trash & Recycling Plan

Event Preparation

Bins, Signs & Volunteers:

- Make sure that your venue has trash **and** recycling bins available for your event. If you are hosting an outdoor event, it is your responsibility to secure enough trash & recycling containers for attendees.
- Set up stations (four stations per 200 people) with trash **and** recycling containers side-by-side. Label which container is trash and which container is for recycling. Find out what materials are accepted as recycling from your local recycling coordinator.
- Have volunteers that can monitor bins for overflow and to ensure that all recycling goes to the appropriate area at the end of the event.
- Inform your vendors of what they must recycle and where they can take their recycling after setup, during the event, and after tear-down.

[Sample Vendor Trash & Recycling Memo](#)

- Contact a local hauler for trash **and** recycling dumpsters and make arrangements for your trash & recycling to be hauled away after your event. Ask your hauler if they can provide “Trash” and “Recycling” signage for the dumpsters to avoid contamination.



During the Event

Good planning and preparation will guarantee that your event runs smoothly.

- ⇒ Put out signage. Taping actual objects to the bins is VERY helpful.
- ⇒ Assign volunteers to pick up litter and check that trash and recycling containers aren't overflowing.



[What can be Recycled:](#)

- **Cardboard & Paperboard**
- **Cartons**
- **Glass Jars & Bottles**
- **Plastic bottles**
- **Metal Cans**
- **Clean Aluminum foil**

The City of Allentown Bureau of Recycling & Solid Waste offers the use of trash & recycling ClearStream containers to community groups, non-profit organizations, businesses and citizens to collect recyclables and trash generated at events held within Allentown city limits. The requirements for use are:

- **Prior notification is required before pick up.**
- Event organizers are responsible for the ClearStream racks and lids while in their possession and will be required to pay for replacements if any containers and/or lids are lost, stolen, or damaged. **Replacement costs: \$48.00 per frame; \$17 per lid**
- Racks (with two bags per container provided) and lids are checked-out, picked-up, and checked-in by Bureau of Recycling and Solid Waste personnel Monday-Friday 8:30am-4:00pm. The Bureau of Recycling & Solid Waste is located at 1400 Martin Luther King Jr. Drive.
- All material will be collected and appropriately disposed of by event personnel as approved by the Bureau of Recycling and Solid Waste. Disposal of trash and recyclables must be approved prior to event date.

[ClearStream Application](#)

